

28 October 1953

MEMORANDUM FOR: Chief, FE Division

SUBJECT : FE Table of Organization/Training

The following comments regarding the training element of the FE Division T/O are noted for your information:

A. HEADQUARTERS:

25X1 1. The assignment of one Training Officer, GS-13 and one secretary for the FE [] seems adequate. It appears that the Training Officer is now a Staff Officer subordinated to the Division Chief rather than as a subordinate unit within the administrative complex of the Division. This is a worthwhile innovation.

2. Within the FI Staff there appears a classification IO/Rpts/Training, GS-12. This is a function of "on-the-job" training conducted by FE, which is a realistic approach to a requirement. This function, however, should be coordinated with and by the FE Training Officer.

25X1A6A 3. A PM Staff operations officer has, in addition to other duties, [] this apparently indicates staff supervision only, and should be coordinated by the FE Training Officer.

4. No training officers are listed in any of the branches. This is, however, SOP, insofar as it is expected that the FE Training Officer will actually function for all elements of FE. Generally speaking, an individual within each branch has a designation as training officer, in addition to other duties. At this level this is adequate.

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